



WOMEN, INFANTS AND CHILDREN'S PROGRAM

COMMUNITY NUTRITION WORKER

INTRODUCTION: This is responsible for providing nutrition advice, guidance and assistance to eligible families and individuals in accordance with the Women, Infants and Children (WIC) Program's mission.

DUTIES: (The following examples of duties are intended to be illustrative only and not intended to be all inclusive or restrictive)

1. Interviews clients/guardians to determine eligibility or ineligibility of WIC services based on income, residence, and categorical eligibility; provides the clients/guardians a Rights and Responsibilities form that explains the WIC program and responsibilities of the WIC staff; generates checks & explains the usage of the food checks and authorized vendors.
2. Takes height & weight measurements; evaluates health to determine and explain the risk factors for each client, collects blood samples to determine hemoglobin levels; accurately enters the anthropometric data into the computer.
3. Conducts presentations on basic nutrition topics to clients at each monthly visit; determines and provides food package based on the needs of the individual clients.
4. Makes appropriate referrals after evaluation of client/families to other resources, i.e., health care facilities, community, state, or federal programs, etc.; coordinates services for clients referred from other agencies to improve or meet the needs of the individuals/families.
5. Provides breastfeeding education and gives support to pregnant and post-partum women.
6. Maintains rapport with local WIC vendors; provides training and monitoring through vendor site reviews; monitors vendors to assess compliance with the Hopi Tribe's and Inter-Tribal WIC Program guidelines.
7. Performs other duties as assigned or authorized to achieve program goals and objectives.

COMPLEXITY: The work consists of duties that involve various related steps, processes, and methods. The decision regarding what needs to be done involves various choices requiring the incumbent to recognize the existence of and differences among several alternatives.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the WIC Coordinator. The supervisor defines the overall objectives, priorities and timelines. Incumbent plans and carries out responsibilities independently, keeping the supervisor informed of potentially controversial issues. Work is reviewed for accuracy, adequacy and adherence to policies and procedures.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work area, Indian Health Service, Social Services, Hopi villages/communities, Hopi Head Start Program, state & federal agencies, other resource agencies and the general public. The purpose of these contacts is to exchange factual information, coordinate work efforts and establish a network of resources/services.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: Work is shared between an office and community based setting, requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment. Travel on and off the reservation range from moderate to extensive, is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : High school diploma or G.E.D. certificate;

AND

B. Experience : Two (2) years work experience in community or public health nutrition work or in a human services field performing similar duties;

OR

- C. Any equivalent combination of Education, Training or Experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

Knowledge of health education program planning, principles and methods
Knowledge and understanding of health issues relating to diabetes and women's health issues
Knowledge of the cultural, social and economic backgrounds of the Native American population
Knowledge of modern office machines/equipment and computer software

B. Skills:

Good verbal and written communication skills
Possess basic nutrition education skills
Good human & public relations skills
Skill in operating modern office machines/equipment and computer software

C. Abilities :

Ability to conduct public presentations
Ability to operate modern office machines/equipment and computer software
Ability to establish and maintain professional working relationships with others and agencies that provide supportive services

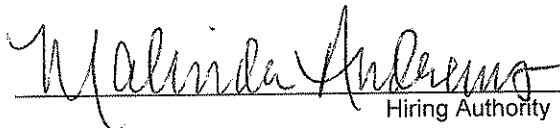
NECESSARY SPECIAL REQUIREMENTS:

1. Must have a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete & pass the pre-employment screening (includes a sensitive background & fingerprint check) in accordance with Hopi Tribal Policy.
3. Enroll in dietary courses with Central Arizona College (must pass with a C or better).
4. Within one (1) year of employment, Incumbent will be required complete & pass all WIC competency units and the certified Breastfeeding Counselor's course.

PREFERRED REQUIREMENT:

1. Speak and understand the Hopi or Tewa language to translate from English to Hopi and vice-versa.

Reviewed by:


Hiring Authority

3-1-2010
Date

Approved by:


Personnel Director

3-01-2010
Date